

015 81-1153

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

81-2640

Proposed [redacted] Theft on Agency Premises (Job #9815)

FR [redacted]

EXTENSION

NO.

Chief, Regulations Control Division
1105 Ames Building

DATE

16 DEC 1981

21/10-823

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

12/16/81

BJC

This proposed notice, initiated by the Office of Security and coordinated with the Office of Logistics, is forwarded for approval. The notice deals with the theft of personal and official property on Agency premises and asks for employee cooperation in handling this problem.

2.

3.

EO/DDA

21 DEC 1981

21 DEC 1981

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4. DD P+M
8/5
4E-60

21 DEC 1981

12/28

D

5.

EO/DDA

6 JAN 1982

6 JAN 1982

gn

We have obtained the legal concurrence of the Office of General Counsel. RCD considers no further coordination necessary.

6.

7.

DDA Registry

6 Jan 82

Since this represents a serious matter of immediate concern to the Office of Security, they have requested priority handling.

8.

RCD
1105 Ames Building

9.

10.

11.

12.

13.

14.

15.

3-4: Skip - you are discussion

4-5: John - I have tempered paragraph 2 to describe intention rather than leave the impression of an unqualified guarantee. Upon your direction, RCD can revise and publish without further coordination.

DD/A REGISTRY

FILE: 38

68-1-2607/1

SECURITY

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THEFT ON AGENCY PREMISES

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1. The theft of personal and official property continues to be a problem within Agency buildings and on Agency grounds. Over the past year, the number of incidents of missing items and their cumulative value have increased significantly. Thefts have involved both money and property items and, in recent months, have included losses of significant monetary value. Items particularly vulnerable are radios, clocks, and jewelry, as well as money and personal souvenir items.

2. The Office of Security has established a special unit to ^{address} ~~control~~ the theft problem on Agency premises. This unit has responsibility for conducting administrative and security investigations of all theft or missing item incidents on Agency premises. Concurrently, it is tasked to develop new methods to inhibit theft and establish, where appropriate, protective physical measures.

3. Employees and other individuals having access to Agency premises must be aware that the theft of personal or official property will not be tolerated. A finding of culpability on the part of employees or other security-cleared personnel represents demonstrated failure to maintain the unquestioned excellence of character requisite to Agency employment or affiliation. An individual whose integrity is questionable clearly invites a challenge to his or her continued suitability for employment or other association requiring security clearance.

4. All employees entrusted with Government property for official use, whether or not receipted for, are personally responsible for its proper care and safekeeping. Employees are reminded that the removal of Government property, and personal property which cannot be distinguished from Government property, from Agency buildings requires accompaniment by Optional Form 7, Property Pass.

5. The success of the initiative to counter the theft problem depends in large measure on employee vigilance, care, and cooperation with the Office of Security. Personal valuables should not be stored on Agency premises and valuable items should not be left unattended. Missing items should be reported promptly to the Security Duty Office on extension [redacted]

STAT

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RCD [redacted] (16 Dec 81)

Distribution:

Orig - RCD

1 - DDA Signature

1 - DDA Chrono

DISTRIBUTION: ALL EMPLOYEES

Harry E. Fitzwater
Deputy Director
for
Administration

~~21 DEC 1981~~
6 JAN 1982

STAT

68-1-2607/1